

Instructions for New County Employees Who Have To File an Initial Financial Disclosure Statement

As a new employee of Montgomery County you are required, by virtue of the particular position you hold, to file a financial disclosure statement with the Montgomery County Ethics Commission.

The filing is done **electronically**—that is, you log in to a computer and complete the statement on line.

To log in, you will enter the User Name and password that you use to access the County's computer system. The address to log in to is www.montgomerycountymd.gov/financialdisclosure. You should log in using Microsoft Internet Explorer as your browser. It is possible to complete the form in separate sessions, logging out in between.

The form contains thirteen sections. In order to submit the form electronically, you will need to make an entry for each of the thirteen sections. You do this by clicking on the name of the section in the MAIN MENU PAGE, *reading the instructions*, and clicking on **Yes** if you have something to report or **No** if you don't. If you click on **No**, you will be returned to the main menu page and a red X will appear in the row for the section you have just completed. If you click on **Yes**, you will see a blank form. When you have filled this out, click on **Save** (or **Update**) at the bottom of the page. You will see a new page with a blank form and a box near the top of the page summarizing the page you just filled out. If you have nothing else to report in that category, click on the button at the very top of the page that says **Section Complete**; you will be returned to the main menu page and you will see a green check mark for the section you have just completed. You will repeat this process for all thirteen sections.

At the bottom of the main menu page, there is a button that says **Submit finalized form**. This button will not work unless you have either a red X or a green check mark in each of the thirteen rows above it.

When you submit your finalized form, it is sent to your departmental reviewer. After this reviewer approves it, it is sent on to the Ethics Commission.

Some important tips

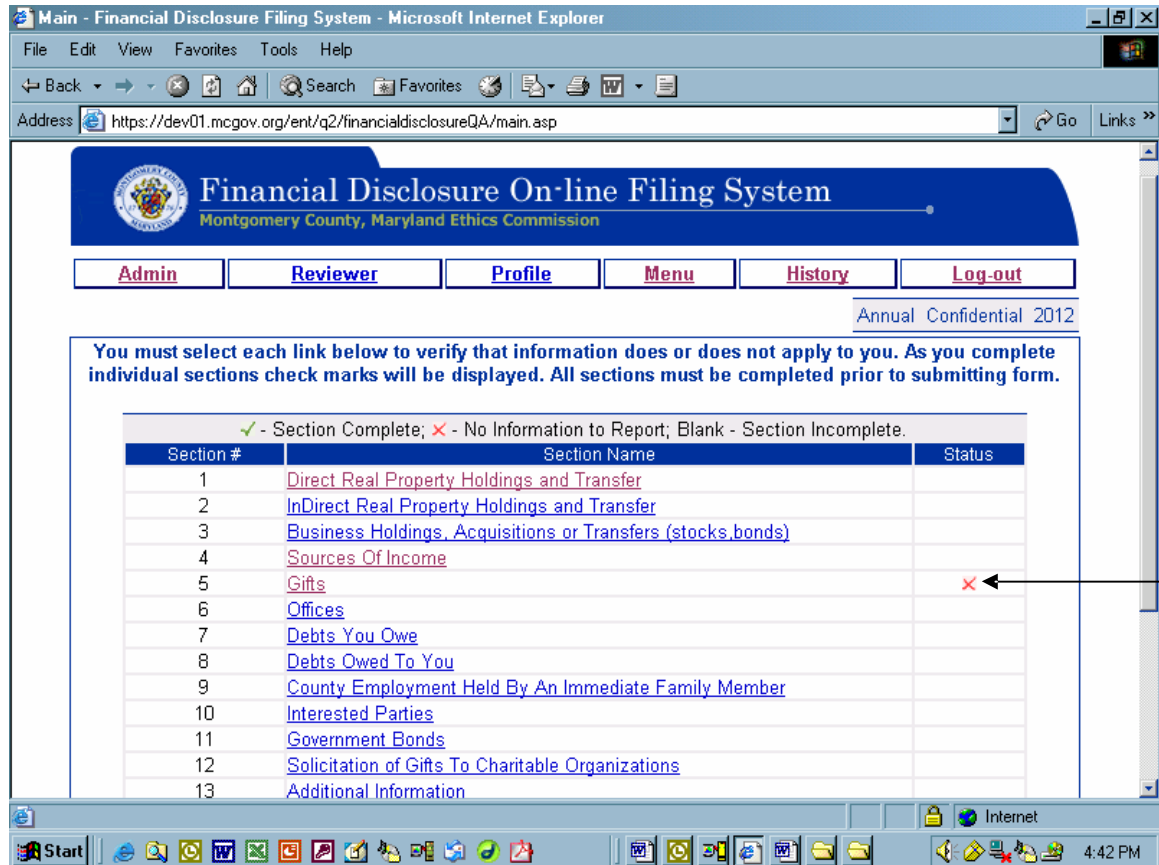
- Remember that this statement is for the year **preceding** the present one.
- For Section 4, Sources of Income, Question 1, "Who received the income?" means "Who was paid" (not who else, like family members, might have benefited from it).
- For any section that gives a two- or three-way choice like "Less than \$1000", "More than \$1000", or "Actual Amount", it is perfectly legitimate to answer "More than \$1000" and leave the actual amount blank.
- **Read the instructions!**

If you have questions or experience difficulties, please contact Christine Partain at the Ethics Commission by telephone (240 777-6670) or e-mail <Christine.Partain@montgomerycountymd.gov>

This image shows the **Main Menu** page.

The filer has clicked on **Gifts**, read the instructions, and decided that they have nothing to report under this heading.

There is now a red X in row 5:



This image shows a blank form for **Section 4, Sources of Income**.

To get to this page, the filer has clicked on **Sources of Income** on the **Main Menu** page, read the instructions, and clicked **Yes** they have something to report.

Section IV - Financial Disclosure Filing System - Microsoft Internet Explorer

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Address <https://dev01.mcgov.org/ent/q2/financialdisclosureQA/section4a.asp> Go Links >>

Financial Disclosure On-line Filing System
Montgomery County, Maryland Ethics Commission

Home Log-out

Section 4. Sources Of Income

Copy Data From Last Year

REPORTING FORM

Add New Item Information

1* **Who received the income?**
(check all that apply)

☐ Self
☐ Spouse, child, or [relative](#)
☐ Trust

2* **Did you/that person have a [confidential relationship](#) with this income source?**
(choose one)

☐ Yes
☐ No

If you/that person had a [confidential relationship](#) with this income source you have the option to disclose this source here **or** to complete [Form CR1](#) to print out and mail to the County Ethics Commission as directed on the form.

3 **If this is a confidential income source and you will disclose it** ☐

Done Internet

Start 4:43 PM

A sample answer for Section 4.

(An example of an income source with which one might have a **confidential relationship** is a settlement in a lawsuit for which one of the conditions was confidentiality. In practice, it is **extremely rare** for someone to answer Yes to this question.)

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1*	Who received the income? (check all that apply)	<input checked="" type="checkbox"/> Self <input type="checkbox"/> Spouse, child, or relative <input type="checkbox"/> Trust
2*	Did you/that person have a confidential relationship with this income source? (choose one)	<input type="radio"/> Yes <input checked="" type="radio"/> No
If you/that person had a confidential relationship with this income source you have the option to disclose this source here or to complete Form CR1 to print out and mail to the County Ethics Commission as directed on the form.		
3	If this is a confidential income source and you will disclose it using Form CR1, check here and skip questions 4 to 7 below.	<input type="checkbox"/>
4	What is the name of this income source?	Acme Products
5	What is the address of the principal office, if a business, or residence, if an individual, of this income source?	Roswell, New Mexico
6	What type of income did you/that person receive? (check all that apply)	<input checked="" type="checkbox"/> Salary or Wages <input type="checkbox"/> Fees <input type="checkbox"/> Interest <input type="checkbox"/> Dividends <input type="checkbox"/> Rent <input type="checkbox"/> Royalties <input type="checkbox"/> Other
7	How much income did you/that person receive from this	<input checked="" type="radio"/> \$500 to \$5000

Start | Internet 1:55 PM

This image shows the **Section 4 page** after the filer clicked on **Save** for the report of the job they held with Acme Products last year.

This job is listed near the top of the page.

If the filer wants to modify something they said about that job, they will click on **Select**. Or if the filer remembers, say, that the Acme Products job was not last year but the year before, they will click on **Delete**.

If the filer is satisfied with the report on the Acme Products job, and if neither the filer nor one of the filer's family members held some other job last year, then they would click on **Section Complete**.

Section IV - Financial Disclosure Filing System - Microsoft Internet Explorer

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Address <https://dev01.mc.gov.org/ent/q2/financialdisclosureQA/section4a.asp> Go Links

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Section 4. Sources Of Income

Section Complete

Item #	Income Source Name	Select	Delete
1	Acme Products	Select	Delete

REPORTING FORM

Add New Item Information

1* Who received the income?
(check all that apply)

☐ Self
☐ Spouse, child, or [relative](#)
☐ Trust

2* Did you/that person have a [confidential relationship](#) with this income source?
(choose one)

☐ Yes
☐ No

If you/that person had a confidential relationship with this income source you have the option to disclose

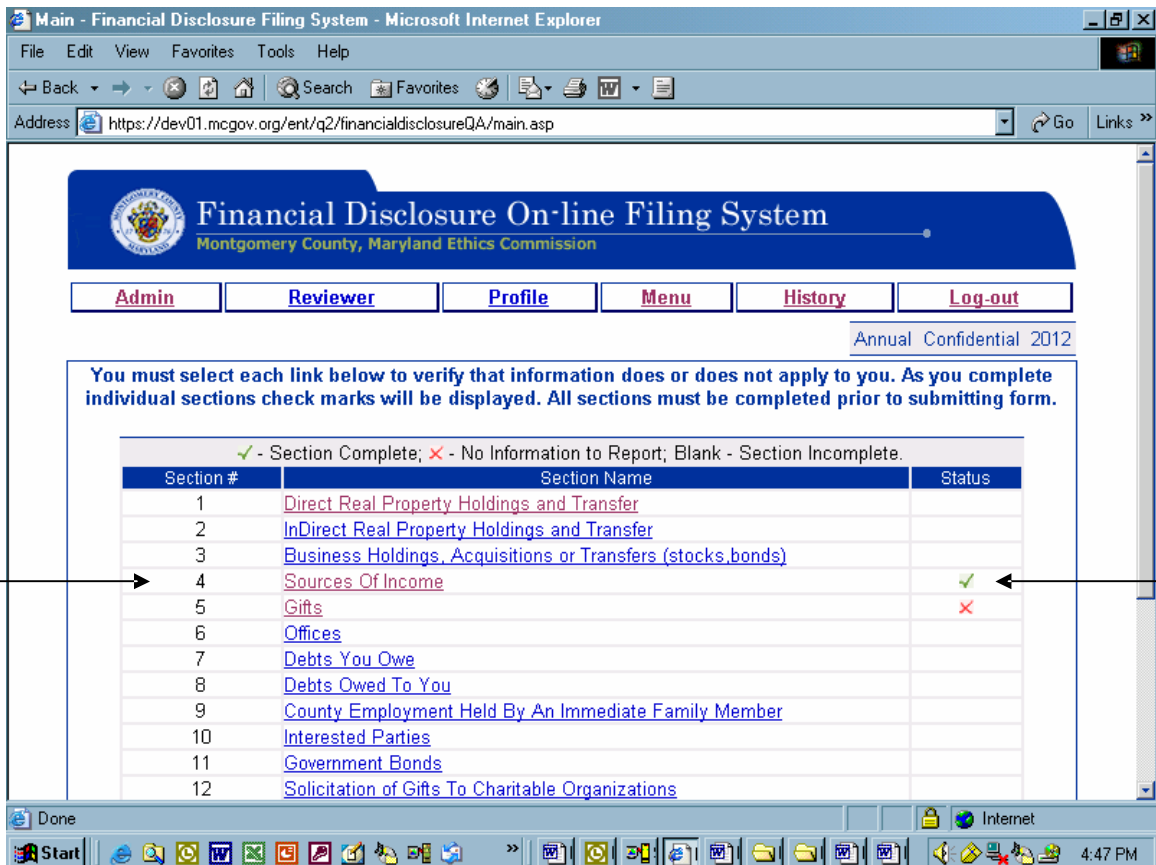
Done Internet

Start Y. S. L. F. F. 2:00 PM

This image shows the **Main Menu** page after the filer clicked **Section Complete** for Section 4.

There is now a green check mark in row 4.

A filer who wanted to modify or delete something they reported for Section 4 would click on **Sources of Income** again.



This image shows the bottom half of the form shown on the preceding page.

Clicking on **View/Print This Form** will produce a printout for the filer, but *it will not submit the form officially*.

To do that, the filer must click on **Submit Finalized Form**, and this can be done *only* if there is either a red X or a green check mark in every row of the **Status** column.

Section #	Section Name	Status
1	Direct Real Property Holdings and Transfer	
2	InDirect Real Property Holdings and Transfer	
3	Business Holdings, Acquisitions or Transfers (stocks, bonds)	
4	Sources Of Income	✓
5	Gifts	✗
6	Offices	
7	Debts You Owe	
8	Debts Owed To You	
9	County Employment Held By An Immediate Family Member	
10	Interested Parties	
11	Government Bonds	
12	Solicitation of Gifts To Charitable Organizations	
13	Additional Information	

Submit Finalized Form [View/Print This Form](#)